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FEB 9 - 1953

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Employee Awards for Suggestions and Superior
Accomplishment

1. There is attached a memorandum from the Efficiency Awards Committee recommending your approval of monetary awards for three employee suggestions and one superior accomplishment pay increase award.

2. In addition, our procedures provide that a "Certificate of Award" signed by the Director of Central Intelligence be forwarded to each suggestor. Accordingly, if you approve the Committee's recommendations with respect to these suggestions, the accompanying certificate forms prepared for these persons should be forwarded to the Director of Central Intelligence for signature.

25X1A



W. H. H. MORRIS, JR.
Assistant Director (Personnel)
Chairman, Efficiency Awards Committee

Attachments:

- 1 - Memo for Approval
- 3 - Certificates of Award

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ER 3-6872

FEB 9 1953

MEMORANDUM FOR: Deputy Director (Administration)

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151

W. H. H. MORRIS, JR.
Assistant Director (Personnel)
Chairman, Efficiency Awards Committee

Attachments:

- 1 - Memo for Approval
- 3 - Certificates of Award

P/MAC/RAS:hh (6 February 1953)

Distribution:

- 1 - DD/A ✓
- 1 - AD/P
- 1 - Personnel Director
- 1 - MAC File
- 1 - Reading File

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ER-3-6873

FEB 9 - 1953

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Recommended Awards for Meritorious Suggestions and Superior Accomplishment Award

1. The Central Intelligence Agency Efficiency Awards Committee was convened on Friday, 23 January 1953. Members present were:

25X1A	W.H.H. Morris, Jr. - Chairman
	[REDACTED] - (for Comptroller)
	Wilfred L. Peel - Chief, Organization and Methods Service
25X1A	George E. Meloon - Personnel Director
	[REDACTED] - Secretary

2. The Committee voted favorable action on the following recommendations:

I. Meritorious Suggestions:

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A. [REDACTED]
Appointment Clerk, GS-5
Personnel Division (Covert)
Personnel Office

(1) Suggestion: Combine Forms 51-9 and 51-10, (Record and Routing Sheets), in a single form on the less expensive grade of paper on which Form 51-9 is now printed.

This suggestion will be put into effect as soon as the new form can be printed and net annual savings are expected to amount to approximately \$919.

(2) Award Recommended:

(a) Cash award of \$50.

(b) Certificate of Award.

(3) Authority: CIA Regulation [REDACTED] Paragraphs C (1) and (3).

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B. [REDACTED]
Intelligence Officer, GS-9
Electric Power Branch, Services Division
Office of Research and Reports

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(1) Suggestion: A directive should be issued standardizing date denotation in all CIA components and, if possible, in the entire Intelligence community.

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CIA Notice [REDACTED] dated 17 February 1950, provides for the standardization of dates. However, further investigation in evaluating this suggestion prompted the comment by the Chief, Organization and Methods Service, that older issues of CIA notices are not generally brought to the attention of employees and that such instructions often lapse by default if not re-issued in permanent issuances.

Although no monetary savings are involved, the Committee believes that this suggestion should be considered for a cash award since it resulted in the discovery that the above directive has not been consistently followed and corrective action is being taken. In such instances the suggestion is meritorious within the meaning of the regulations, since it will bring about an improvement in operations.

(2) Award Recommended:

(a) Cash award of \$10.

(b) Certificate of Award.

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(3) Authority: CIA Regulation [REDACTED] Paragraphs C (2) and (3).

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C.

[REDACTED]
Offset Press Operator, LB-9
RQM Staff
Foreign Intelligence

(1) Suggestion: A new technique for the insertion of the sulphite paper used in the multi-lith process in the reproduction of reports which reduces the time of each individual operation from about 14 to 4 seconds.

This suggestion, already placed into effect, is expected to effect net annual savings of approximately \$648 per year.

(2) Award Recommended:

(a) Cash award of \$30.

(b) Certificate of Award.

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(3) Authority: CIA Regulation [REDACTED] Paragraphs C (1) and

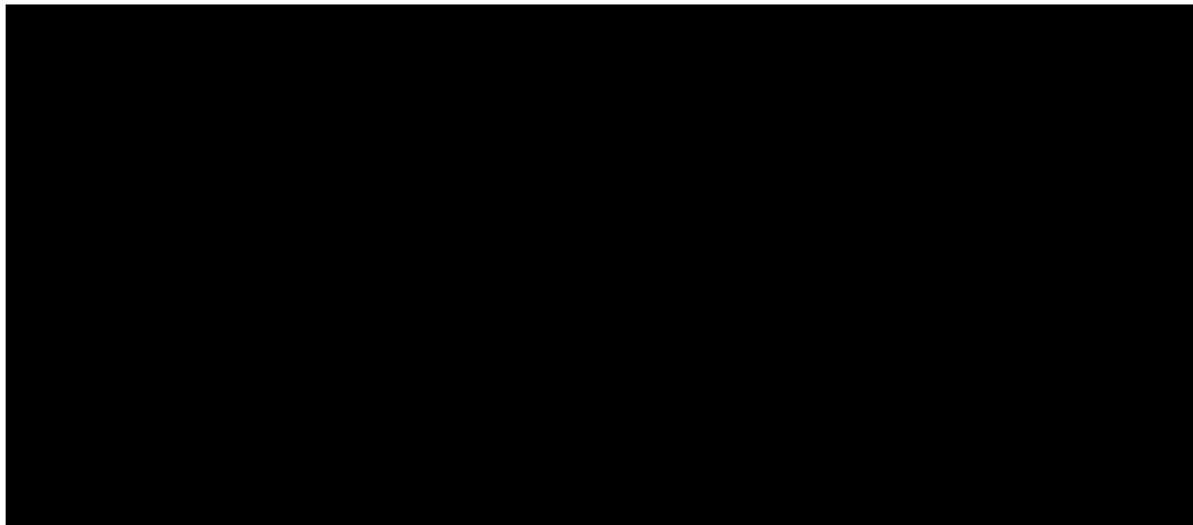
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II. Superior Accomplishment:

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(2) Award Recommended:

(a) One step within-grade salary increase.

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(3) Authority: CIA Regulation [REDACTED] Paragraphs E (2), (a), and (c).

3. The Committee recommends your approval of the awards proposed in the foregoing paragraphs.

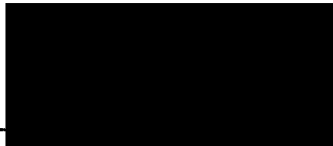
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W. H. H. MORRIS, JR.
Assistant Director (Personnel)
Chairman, Efficiency Awards Committee

Approved:

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13 Feb 63

WALTER REID WOLF
Deputy Director (Administration)

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